



# Shell Upstream Americas Contractor Standards, Procedures, and Guidelines Quarterly Newsletter

October 2009

## Transition 2009

Shell EP Americas is in the process of reorganizing. The new organization, Shell Upstream Americas, integrates Gas and Power and Exploration and Production business activities. Organizational names such as SEPCo, EPW and UA can all be found in the contractor controlling library. Eventually, all documents will reflect the new organizational structure, but in the transition, expect to see some inconsistencies.

## EP HSE Commitment and Policy

No harm to people and protecting the environment, as detailed in the [EP HSE Commitment & Policy](#), is a deeply held value to Shell.

In order to comply with this commitment and policy, Shell EP US employees and contractors must meet the requirements communicated in the controlling documents located on the Standards/Procedures/Guidelines (SPG) web page at [UAContractor.com](http://UAContractor.com).

NOTE: This newsletter provides information on new and updated HSE and Operations documents. Please forward this newsletter to others in your company who might benefit from this information.

## SPG web page access

Contractors can access current HSE and Operations documents as follows:

- Visit the Shell UA Contractor HSE Home Page ([UAContractor.com](http://UAContractor.com)).
- Click the link to Standards/Procedures/Guidelines (SPG).

A company name and password is required to access the SPG page. If you are not able to access this page or need a new password, please contact Kevin Hoffman:

- e-mail: [Kevin.Hoffman@shell.com](mailto:Kevin.Hoffman@shell.com)
- phone: +1 (504) 728-6099

To ensure that you receive future updates regarding Shell contractor standards, procedures, and guidelines, please provide Kevin Hoffman with the following information:

- Company
- Contact name
- E-Mail address
- Phone number

## Shell publishes Upstream Americas Contractor Handbook

The new Shell Upstream Americas Contractor handbook replaces the SEPCo HSE Contractor Handbook (Yellow Book). The handbook is designed to reflect UA-wide culture towards Goal Zero and HSE Performance Objectives.

Topics covered in the handbook include the following:

- We Care
- Goal Zero
- Golden Rules
- Personal Responsibility
- 12 Life Saving Rules & Consequences of Rule-Breaking
- Personal Workplace Hazard Control
- Major Workplace Hazards and Hazardous Activities:
  - Driving
  - Lifting and Hoisting
  - Dropped Objects
  - Pressure
  - Falls From Heights and Open Holes
  - Electricity
- Job Safety Analysis (JSA)
- Environmental
- Health
- Question and Answers
- Contractor Commitment—Acknowledgement, Understanding, Agreement

All contractors working for Shell need to understand these Rules and to ensure full compliance with them. Refer to [UAContractor.com](http://UAContractor.com) for details.

## Revised/Emerging Documents – July-September 2009

Revised and emerging documents published in the third quarter of 2009 are detailed below. To review content updated in revisions, refer to the awareness presentations associated with each document on the SPG page.

Title	Description	Document Custodian
<b>New Documents (see awareness presentations on SPG page for revision details)</b>		
<b>Shell Upstream Americas Contractor Handbook (EP.13.ST.01)</b>	Communicates Shell culture to Shell Contractors.	Greg Hardy <i>+1 (303) 305-7804</i>
<b>EPW Offshore Manual of Permitted Operations (MOPO) Process (HSE0136A)</b>	Defines the process through which EPW offshore assets will comply with the adopted Group specification EP2005-0300-SP-04 Manual of Permitted Operations.	Doug Detman <i>+1 (281) 544-2806</i>

## Revised/Emerging Documents – July-September 2009, Cont.

Revised (see awareness presentations on SPG page for revision details)		
<b>Respiratory Protection (HSE0005) Rev 0.1</b>	Sets requirements for respiratory protection at all EPW US locations where employees are required to use respirators, or use respirators voluntarily.	Chris Daigle <i>+1 (504) 728-6072</i>
<b>Safe Work Planning and Authorization (SWPA) System (HSE0008) Rev 1.1</b>	Promotes safe work planning & execution to protect people, assets, environment, and reputation.	Jimmy Schwing <i>+1 (504) 728-7466</i>
<b>GOM Regional Oil Spill Response Plan (HSE0054) Rev 6.0</b>	<ul style="list-style-type: none"> <li>• Assist Spill Response Team (SRT) in achieving an efficient, coordinated, and effective response to a discharge incident,</li> <li>• Meets all regulatory requirements as per CFR, MMS Title 30; Part 254, and</li> <li>• Assists Shell Offshore Companies and Shell Oil Company affiliates GOM platforms, rigs, and pipelines personnel in preparing for and responding quickly and safely to a discharge originating from a facility.</li> </ul>	Tommy Hutto <i>+1 (504) 728-4369</i>
<b>Food Safety for Field-Based Operations (HSE0057) Rev 2.0</b>	<p>Establishes requirements to ensure that the hazards associated with food are effectively managed at EPW U.S. field locations where food is prepared and served.</p> <p>Rev. 2.0 adds requirements to help reduce the risk to personnel using and handling dry ice</p>	Chris Daigle <i>+1 (504) 728-6072</i>
<b>Marine Transportation Operations (OPS0011) Rev 3.0</b>	Standardizes the way marine activity is managed and executed in Shell EPW Operations.	Callum Finlayson <i>+1 504 728 0217</i>
<b>Safety Bypass for Producing Operations Offshore (OPS0061A) Rev 2.1</b>	Reduces the risk of hazardous situations that may be encountered because a safety device may unknowingly be bypassed with the effected equipment still in operation.	William Terrebonne <i>+1 (504) 728-7163</i>

## Contractor HSE Safety Management Process (CSMP) HSE Advisors

For questions regarding a particular document, please contact the Document Custodian listed on [UAContractor.com](http://UAContractor.com). For general contractor-related questions, please contact your CSMP HSE Advisor.

<b>Name</b>	<b>Phone Number</b>	<b>Responsibility</b>
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